



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 18447 - Team Lead - Metrics Program - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 4/02/2018 – 4/17/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply. )

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## Major Duties and Responsibilities (MDRs)

- The National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD) supports the Director of National Intelligence (DNI) in his dual role as head of the Intelligence Community (IC) and Security Executive Agent (SecEA) for the Executive Branch, as established by Executive Order (EO) 13467. As the SecEA, the DNI has created a Metrics Program, whose responsibility is developing, collecting, and reporting performance of security clearance processes. As the Metrics Program Manager, you will lead a team whose responsibilities include, but are not limited to:
- Transforming multi-variate data into singular metrics that can be understood, tracked, managed, and used to drive change;
- Developing and Collecting quarterly performance metrics to include security clearance timeliness, out-of-scope clearance volume, periodic reinvestigation backlog, and reciprocity;
- Developing congressionally-mandated annual reports to include those on Security Clearance Determinations and Security Clearance Reciprocity;
- Creating and distributing DNI's Annual Security Clearance Timeliness Letters, quarterly Out-of-Scope Pyramid charts, and responding to other ad-hoc security clearance metrics requests;
- Supporting the SecEA National Assessment Program, the development of the Quality Assessment Reporting Tool metrics, and the Annual Counterintelligence Mission Review;
- Interacting with and engaging with United States Government (USG) partners to overcome obstacles or concerns regarding the collection process;



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- Participating in inter-agency working groups focused on performance metrics across the USG, representing the SecEA;
- Developing and enhancing data standards and collection of personnel security performance metrics; and,
- Briefing and collecting data for other Congressionally Directed Actions (CDA's) and other ad hoc taskings from the SSD Front Office and/or the NCSC Front Office.
- Plan, develop and present findings, conclusions, options, and recommendations to ODNI senior management.
- Planning and producing IC resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issues papers, and other analytic products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions

## **Mandatory and Educational Requirements**

- Demonstrated successful leading, planning, managing, and directing the efforts of a government or private organization or team;
- Demonstrated ability to effectively and successfully engage with and brief senior leadership on data, metrics, processes, and goals;
- Demonstrated ability to foster collaborative relationship with partners across an organization or agencies;
- Demonstrated ability to balance responsibilities among security project activities and manage transitions effectively from task to task, adapting to varying internal and external customer needs;
- Personnel security experience, to include knowledge of initiating personnel security actions, conducting background investigations, or completing adjudications;
- Demonstrated interpersonal, organizational, and problem-solving skills, including the ability to work effectively both independently and in a team/collaborative environment; and,
- Demonstrated ability to effectively communicate (both verbal and written) complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

## **Desired Requirements**

- The following requirements are desired, but not required:
- Knowledge of IC and Executive Branch personnel security policies, programs, and procedures; and,



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- Knowledge of security clearance reform initiatives and challenges; and/or
- Experience collecting and analyzing data for final reports and/or to inform senior leadership.

## Key Requirements and How To Apply

### **Internal ODNI Candidates:**

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Dan J.), [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (Stephanie M.), and [mccleee@dni.ic.gov](mailto:mccleee@dni.ic.gov) (Anthony M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

### **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Dan J.), [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (Stephanie M.), and [mccleee@dni.ic.gov](mailto:mccleee@dni.ic.gov) (Anthony M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-0734.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 301-243-0734; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be



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addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**